

DEPARTMENT OF GENERAL SERVICES  
Records Management Division

SCHEDULE  
NO. 1040

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RECORDS RETENTION AND DISPOSAL SCHEDULE

DEPARTMENT OF ECONOMIC AND  
COMMUNITY DEVELOPMENT

Local and Regional Development  
Commission on Afro-American History and Culture

AGENCY

DIVISION

Item No.	Description	Retention
1.	<u>Annual Work Plans</u>  Annual work plans covering the objectives, goals, and planned activities of the Commission.	Retain for five (5) years, then destroy.
2.	<u>Budget Records</u>  Budget projections and estimates, computer readouts of budget information, and pertinent memorandums.	Retain for five (5) years, then destroy.
3.	<u>Commission Minutes</u>  Includes notice of Commission meeting, attendance, agenda, Executive Director's report, minutes, relevant memos, and announcements.	Retain permanently for eventual transfer to State Archives.
4.	<u>Correspondence</u>  Arrangement of original incoming letters, copies of outgoing letters, memoranda, reports, and other miscellaneous papers relating to the administration of the Commission on Afro-American History and Culture.	Screen annually. Destroy material no longer needed. Retain permanently the directives and other material relating to the planning and policies that illustrate the development of the agency.
5.	<u>EEO Statistical Reports</u>  Includes statistical reports, guidelines, and procedures that insure compliance with federal equal opportunity laws.	Retain for five (5) years, then destroy.

Schedule Approved by Department,  
Agency, or Division Representative

Schedule Authorized by  
Hall of Records Commission

12/2/85 *Cassell H. Hensley* Executive  
Date Signature Title

12/31/85 *Edward J. [Signature]*  
Date State Archivist

**RECORDS RETENTION AND DISPOSAL SCHEDULE**  
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Item No.	Description	Retention
6.	<p><u>Executive Plans</u></p> <p>Includes information regarding the implementation of the Commission's executive plan. Contains budgetary information, the mandate, mission, and goals of the Commission, and conditions and trends to be considered when implementing plans.</p>	<p>Retain for five (5) years, then destroy.</p>
7.	<p><u>Monthly-Quarterly-Annual Reports</u></p> <p>Contains monthly-quarterly-annual reports prepared by the Executive Director describing achievements and activities in progress.</p>	<p>Retain monthly-quarterly reports for five (5) years, then destroy. Retain annual reports permanently.</p>
8.	<p><u>Operational Plans</u></p> <p>Includes operational plans of major programs for upcoming fiscal years. Contains information on publications, museum collections, exhibits, and public programs.</p>	<p>Retain for five (5) years, then destroy.</p>
9.	<p><u>Telephone Message Logs</u></p> <p>Carbon copies of telephone messages taken by staff; arranged in spiral notebooks according to date.</p>	<p>Retain for one (1) year, then destroy.</p>